


ROUTING SLIP

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SUSPENSE

Date

Remarks

STAT

ER 88-3884X

Executive Secretary

17 Oct '88

Date

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Interagency Committee on Handicapped Employees

Equal Employment Opportunity Commission, Cochairman Department of Education, Cochairman Department of Defense Federal Communications Commission General Services Administration Department of Health and Human Services Department of Labor Office of Personnel Management Veterans Administration	Executive Registry 88-3884X
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Office of the ICHE Secretariat Equal Employment Opportunity Commission 2401 E St., N.W. Washington, D.C. 20507

MEMORANDUM

TO : Heads of Federal Agencies

FROM : Interagency Committee on Handicapped Employees

DATE : OCT 7 1988

SUBJECT : Hiring, Placement, Training and Advancement of
Qualified Applicants and Employees with
Handicaps

The Interagency Committee on Handicapped Employees (ICHE) was established by section 501 of the Rehabilitation Act of 1973. The Committee, whose members are Heads of the executive departments and agencies noted above, reviews the adequacy of practices related to the hiring, placement and advancement of individuals with handicaps in the Federal sector and also addresses policy and program issues that affect affirmative action and nondiscrimination.

The goals of the ICHE are to provide a focus for increased employment of individuals with handicaps and to ensure an equitable, suitable and functional work environment in the Federal service. The Committee makes recommendations addressing a variety of subjects. On July 21, 1988, the Committee met and recommended that Heads of agencies, who are responsible for compliance with affirmative action policies and procedures for individuals with handicaps, be reminded of their responsibility in the following specific areas:

1. Selective placement coordinators should receive appropriate Office of Personnel Management (OPM) training related to hiring, placement and advancement of individuals with handicaps in order to ensure that selective placement programs are effectively implemented.



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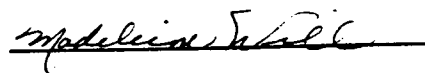
2. Agencies should provide for adequate training and technical assistance for supervisors, managers and personnelists to develop and maintain a high level of awareness on issues, policies, regulations and procedures concerning affirmative action for persons with disabilities. Affirmative action planning for individuals with handicaps, as well as guidance on reasonable accommodation, special appointing authorities and training resources, should be included in training for new supervisors. Management should routinely address issues of employment and advancement of individuals with handicaps at staff meetings.
3. Agencies are to ensure that individuals with handicaps are provided full consideration for inclusion in upward mobility programs and encourage the use of details and reassignments as a means of providing experience and on the job training that will enhance promotion opportunities.
4. Career counseling should be provided to all individuals with handicaps. Managers and supervisors should be sensitive to the career goals and ambitions of employees with handicaps. Those employees with handicaps who wish to change career fields or agencies should be provided with opportunities commensurate with those provided to all other employees. Managers, supervisors, training officers and selective placement coordinators should assure that the Government Employees Training Act (5 U.S.C. section 4101-4118) is adhered to in meeting the career development needs of employees with handicaps. Appropriated funds may be used to provide fees for readers, interpreters and personal assistants, rental of barrier-free facilities, and taped or brailled materials. Discrimination on the basis of facility inaccessibility and failure to provide reasonable accommodation is prohibited by Federal regulations.

Agencies should ensure that procedures and policies are established and publicized which will fully implement the above program responsibilities.

Should you require further information concerning program implementation, you may contact Rita B. Turner, Deputy Secretary, ICHE 202/634/9071 (voice) or 202/634/6565 (TDD).



Clarence Thomas
Cochairman



Madeleine Will
Cochairman